



City of
Indianapolis

Greg Ballard, Mayor

MASTER CALENDAR OF REPORTING REQUIREMENTS

for Mayor-Sponsored Charter Schools

Fall 2008

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DISCLAIMER: The deadlines listed in this calendar for submitting information to parties other than the Mayor's Office are based on the best information available at the time this calendar was created. However, these deadlines are subject to change. The Mayor's Office will attempt to notify schools of such changes, but cannot be held responsible for the accuracy of the dates published in this calendar. Schools should verify all deadlines with the appropriate regulatory body on a regular basis.

MASTER CALENDAR OF REPORTING REQUIREMENTS 2008-2009 SCHOOL YEAR

The following calendar includes deadlines for submitting key information to the Mayor's Office, the Indiana Department of Education (IDOE), and other State agencies as of July 2008. The requirements outlined in this calendar are not all-inclusive and are subject to change. The Mayor's Office will attempt to notify all charter schools of changes in the calendar and/or reporting requirements and will give schools a reasonable period of time to meet any altered deadlines for providing information that the Mayor's Office requires.

How to use this calendar

Required reports are listed based on the month they are due. Reports and/or documents required by the Mayor's Office are listed first, followed by those required by other parties.

Please note that some requirements may not apply to all schools. Requirements may vary slightly for schools opening this fall and schools in their second year of operation and beyond.

Instructions, timelines, and data layout information for the IDOE's collections are available at the STN's website, www.doe.state.in.us/stn/welcome.html.

Key

Due Date		Opening / 1st year schools	Schools in 2 nd year and beyond
	= Mayor's Office requirement		
	= Requirement of another regulatory body		

*Note: This calendar assumes a July 1- June 30 accounting year.

**Note: All required information should be filed in the charter school's compliance binder, and a copy should be submitted to the Mayor's Office during monthly compliance meetings. The specific binder tab for each required document is noted.

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July 2008

		Opening / 1st year schools	Schools in 2 nd year and beyond
	Tab 1- July Monthly report	✓	✓
	Tab 5- Minutes from June Board meeting	✓	✓
	Tab 12- School calendar for upcoming school year	✓	✓
	Tab 13- Updated employee spreadsheet noting new hires and resignations	✓	✓
	Tab 13 – Copies of valid, updated licenses or permits for each teacher on staff	✓	✓
	Tab 16- 2008-2009 Student/Parent Handbook (student policies, including suspension and expulsion policies)	✓	✓
	Tab 31- Projected enrollment for <u>upcoming school year</u> for <u>each grade level</u> in the school	✓	✓
	Tab 31- Projected enrollment by grade level for <u>each of the remaining years</u> of the charter	✓	✓
7/2/08	<u>DOE-TI Title One</u> collection begins for student services received in the 2007-08 school year		✓
7/2/08	<u>DOE-CID: Certification of Instructional Day</u>		✓
7/3/08	<u>DOE-AT: Attendance Report</u>		✓
7/3/09	<u>DOE-DC Direct Certification</u> data collection begins for eligibility of the USA Free Lunch benefit program	✓	✓
7/11/08	<u>DOE-CL School Calendar</u> for the 2008-09 school year (5/14 is the beginning date for submission and 7/11 is the end date)	✓	✓
7/15/08	<u>DOE-SE-USEQ-6: Indiana Uniform Suspension/Expulsion Questionnaire</u>	✓	✓
7/15/08	<u>DOE-SE-UEXQ-13: Indiana Uniform Exiting Questionnaire</u>	✓	✓
7/15/08	<u>Monthly Student Information</u> - Update IDOE STN lookup database as necessary		✓

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August 2008

		Opening / 1st year schools	Schools in 2 nd year and beyond
	Tab 1- August Monthly report	✓	✓
	Tab 2- Quarterly financial statement		✓
	Tab 3- Quarterly compliance certification letter	✓	✓
	Tab 5- Minutes from July Board meeting	✓	✓
	Tab 5- Finalized board meeting schedule for 2008-2009	✓	✓
	Tab 5 – Updated list of Board of Directors roster for 2008-2009	✓	✓
	Tab 12 - Daily schedules by grade level and/or teacher	✓	✓
	Tab 12 - ISTEP+ testing schedule for all grades / teachers	✓	✓
	Tab 13- Updated employee spreadsheet noting new hires and resignations	✓	✓
	Tab 19- Copy of biannual financial report submitted to IDOE	✓	✓
	Tab 31 – As of August 1st, report how many students were on the school's waitlist	✓	✓
8/01/08	<u>Biannual Financial Report for Jan 1- June 30 (Form 9) to IDOE Division of School Finance. (Copy to Mayor's Office).</u>		✓
8/2/08	<u>DOE-SRPD Student Release for Professional Development for the 2008-09 school year</u>	✓	✓
8/15/08	<u>Monthly Student Information- Update IDOE STN lookup database as necessary</u>	✓	✓
8/15/08	<u>Application for Federal Special Education Funds</u>	✓	✓
8/15/08	<u>Title III- Grant application</u>	✓	✓
8/15/08	Confirm school's authorized representative and verify contact information with the IDOE's Educational Information Systems division and the IDOE Charter School Liaison.	✓	✓
8/23/08	<u>DOE-ISTEPBAR ISTEP+ Barcode Labels</u>	✓	✓
8/31/08	<u>DOE-SB: School Board Membership</u>	✓	✓

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September 2008

		Opening / 1st year schools	Schools in 2 nd year and beyond
	Tab 1- September Monthly report	✓	✓
	Tab 5- Minutes from August Board meeting	✓	✓
	Tab 13- Updated employee spreadsheet noting new hires and resignations	✓	✓
	Tab 13- Organizational chart for school employees	✓	✓
	Copy of DOE-LM Language Minority Report, which includes information on language minority and immigrant students for the 2008-09 school year	✓	✓
9/1/08	<u>State Board of Accounts Audit</u> - Note that schools receive audits during their even number years in existence (i.e. 2 nd , 4 th , 6 th years of operation)		✓
9/06/08	<u>DOE-ISTEPBAR-C ISTEP+ Barcode Corrections</u> data collection begins (ends 11/25/08)	✓	✓
9/10/08	<u>DOE-EXSU Expulsions and Suspensions</u> data collection begins for 2007-08 school year		✓
9/12/08	<u>DOE-MF Indiana School Directory Master File</u>	✓	✓
9/14/08	<u>Voc 30A Vocational Education Student Counts</u> for the 2008-09 school year (begins 09/14/08 and ends 10/17/08)	✓	✓
9/14/08	<u>DOE-FD: Full Day Kindergarten Funding Report</u> is due in order to be eligible to receive FD kindergarten grant monies	✓	✓
9/14/08	<u>DOE-LM Language Minority</u> data collection begins for student information on language minority and immigrant students for the 2008-09 school year	✓	✓
9/14/08	<u>DOE-PT Prime Time Report</u> data collection begins for kindergarten through 3 rd grade	✓	✓
2nd Fri. after Labor Day	<u>DOE-ME gathers the Average Daily Membership (ADM) counts (Actual Count Day)</u>	✓	✓
2nd Fri. after Labor Day	<u>DOE-SR: Charter School Student Residence Report (Actual Count Day)</u>	✓	✓
9/28/08	<u>DOE-TI: Title I summary</u>		✓
9/28/08	<u>DOE-EXSU: Expulsion and Suspension Report</u>	✓	✓

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October 2008

		Opening / 1st year schools	Schools in 2 nd year and beyond
	Tab 1- October Monthly report	✓	✓
	Tab 5- Minutes from September Board meeting	✓	✓
	Tab 13- Updated employee spreadsheet noting new hires and resignations	✓	✓
	Tab 18- Electronic copy of enrollment count information DOE-ME (membership) Report. Minimum elements required: school number, STN, and grade level.	✓	✓
	Tab 18- Electronic copy of enrollment count information DOE-SR (student residence)	✓	✓
	Copy of DOE-GR Graduation Report for 2007-08 graduates		✓
10/1/08	<u>ISTEP+ Barcode Corrections</u>	✓	✓
10/1/08	<u>DOE-PE Pupil Enrollment Reoprt</u> (head count) data collection begins	✓	✓
10/1/08	<u>DOE-GR Graduates</u> data collection begins for graduates of the 2007-08 school year	✓	✓
10/1/08	<u>DOE-DM Student Dropout and Mobility Report</u> collection begins for students enrolled in the 2007-08 school year	✓	✓
10/2/08	<u>DOE-SR: Charter School Student Residence Report</u> for count taken on the second Friday after Labor Day	✓	✓
10/15/08	<u>Monthly Student Information-</u> Update IDOE STN lookup database as necessary	✓	✓
10/15/08	Result of 2007-08 school year's standardized test (if the school used a test other than ISTEP+)		✓
10/15/08	<u>Enrollment Data Form-</u> Number of students who discontinued attendace and the reason for dicontinuation	✓	✓
10/19/08	<u>DOE-ME: Average Daily Membership Report</u> for student count taken on the second Friday after Labor Day	✓	✓
10/19/08	<u>DOE-PT: Prime Time Report</u> for count taken the second Friday after Labor Day	✓	✓
10/31/08	<u>Textbook Reimbursement Claim Form</u> due to IDOE	✓	✓
10/31/08	<u>DOE-DM: Dropout and Mobility Report</u>	✓	✓
10/31/08	<u>DOE-CE/CP: Certified Employee/Certified Positions Report</u> (for Contract Information/Certified Position Data)	✓	✓
10/31/08	<u>DOE-NE Noncertified Personnel Report</u>	✓	✓

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	collection begins		
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November 2008

		Opening / 1st year schools	Schools in 2 nd year and beyond
	Tab 1- November Monthly report	✓	✓
	Tab 2- Quarterly financial statement	✓	✓
	Tab 4- Quarterly compliance letter	✓	✓
	Tab 5- Minutes from October Board meeting	✓	✓
	Tab 13- Updated employee spreadsheet noting new hires and resignations	✓	✓
	Tab 21- Copy of DOE-PE Pupil Enrollment Report	✓	✓
11/1/08	Reports on the Immunization Status of students grades K,1, and 6 to Indiana State Department of Health	✓	✓
11/8/08	<u>STN: DOE-GR Graduate Report.</u> (This form should be signed by the school superintendent and returned to IDOE Educational Information Systems).	✓	✓
11/9/08	<u>DOE-FD</u> - Submit corrections or additions to DOE-FD (Full Day Kindergarten Funding Report)	✓	✓
11/15/08	<u>Monthly Student Information</u> - Update IDOE STN lookup database as necessary	✓	✓

December 2008

		Opening / 1st year schools	Schools in 2 nd year and beyond
	Tab 1- December Monthly report	✓	✓
	Tab 4- Audited financial statements for the prior accounting year prepared in accordance with unified accounting system prescribed by State Board of Accounts		✓
	Tab 5- Minutes from November Board meeting	✓	✓
	Tab 13- Updated employee spreadsheet noting new hires and resignations	✓	✓
	Tab 18- Electronic Copy of DOE-ME Average Daily Membership count – For fourth year schools, submit each report submitted over the last four years. Minimum elements required: school number, STN, and grade level.	✓	✓
	Tab 18- Electronic Copy of DOE-SR: Charter School Student Residence Report Notes.	✓	✓

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	Minimum elements required: school number, STN, street address, city, state, zip code, and corporation or legal settlement.		
12/1/08	<u>DOE-HB Homebound/Hospitalized data collection concludes for the 2007-08 school year</u>		✓
12/1/08	<u>DOE-SE: Special Education Participant Count</u>	✓	✓
12/3/08	<u>DOE-ME Average Daily Membership Count- Submit through the application center on the ME Report.</u>	✓	✓
12/15/08	<u>Form DOE-SR: Charter School Student Residence Report Notes</u>	✓	✓
12/15/08	<u>Monthly Student Information- Update IDOE STN lookup database as necessary</u>	✓	✓

January 2009

		Opening / 1st year schools	Schools in 2 nd year and beyond
	Tab 1- January Monthly report	✓	✓
	Tab 5- Minutes from December Board meeting	✓	✓
	Tab 13- Updated employee spreadsheet noting new hires and	✓	✓
	Tab 15- Documentation of recruitment strategies, application procedures, lottery, and wait list processes for the upcoming school year.	✓	✓
	Tab 20 – Copy of annual performance report school submitted to IDOE	✓	✓
1/15/09	<u>Monthly Student Information- Update IDOE STN lookup database as necessary.</u>	✓	✓

February 2009

		Opening / 1st year schools	Schools in 2 nd year and beyond
	Tab 1- February Monthly report	✓	✓
	Tab 2- Quarterly financial statement	✓	✓
	Tab 3- Quarterly compliance certification letter	✓	✓
	Tab 5- Minutes from January Board meeting	✓	✓
	Tab 13- Updated employee spreadsheet noting new hires and resignations	✓	✓
	Tab 19- Copy of biannual financial report for July 1-December 31 that school submitted to IDOE Division of School Finance	✓	✓

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2/1/09	<u>Biannual Financial Report for July1-December 31</u>	✓	✓
2/15/09	<u>Monthly Student Information</u> - Update IDOE STN lookup database as necessary.	✓	✓
2/16/09	<u>Annual Performance Report</u> : Submit to the IDOE	✓	✓

March 2009

		Opening / 1st year schools	Schools in 2 nd year and beyond
	Tab 1- March Monthly report	✓	✓
	Tab 5- Minutes from February Board meeting	✓	✓
	Tab 11- Documentation of loans or other debt outstanding for the charter school (Submit only if changes have been made since March 2008.)		✓
	Tab 13- Updated employee spreadsheet noting new hires and resignations	✓	✓
3/15/09	<u>Monthly Student Information</u> - Update IDOE STN lookup database as necessary.	✓	✓

April 2009

		Opening / 1st year schools	Schools in 2 nd year and beyond
	Tab 1- April Monthly report	✓	✓
	Tab 5- Minutes from March Board meeting	✓	✓
	Tab 13- Updated employee spreadsheet noting new hires and resignations	✓	✓
4/1/09	<u>Apply for loan from Common School Fund</u> (if applicable)	✓	✓
4/1/08	<u>DOE-SE: Special Education Participant Count</u>	✓	✓
4/15/09	<u>Monthly Student Information</u> - Update IDOE STN lookup database as necessary.	✓	✓

May 2009

		Opening / 1st year schools	Schools in 2 nd year and beyond
	Tab 1- May Monthly report	✓	✓
	Tab 2- Quarterly financial statement	✓	✓
	Tab 3- Quarterly compliance certification letter	✓	✓
	Tab 5- Minutes from April Board meeting	✓	✓
	Tab 13- Updated employee spreadsheet noting new hires and resignations	✓	✓

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	Tab 18- Electronic Copy of DOE-ME Average Daily Membership count – For fourth year schools, submit each report submitted over the last four years. Minimum elements required: school number, STN, and grade level.	✓	✓
5/1/09	<u>DOE-AT Attendance Collection</u> begins	✓	✓
5/1/09	<u>DOE-ME: Average Daily Membership</u> student count (Actual Count Day)	✓	✓
5/1/09	<u>Full-Day Kindergarten Intent to Participate Form</u> - Submit to IDOE (This is done prior to submitting a grant application.)	✓	✓
5/2/09	<u>DOE-CL and DOE-SRPD School Calendar and Student Release for Professional Development</u> for the 2008-09 school year (5/2/09 is the beginning date for submission and 8/17/09 is the end date)	✓	✓
5/15/09	<u>Monthly Student Information</u> - Update IDOE STN lookup database as necessary.	✓	✓

June 2009

		Opening / 1st year schools	Schools in 2 nd year and beyond
	Tab 1- June Monthly Report	✓	✓
	Tab 5- Minutes from May Board meeting	✓	✓
	Tab 7: Board Policies – Submit only if policies have been changed or amended since June 2008		✓
	Tab 8: Bylaws – Submit only if the board adopted additional bylaws or amended the existing bylaws since June 2008		✓
	Tab 9- Submit updated Articles of Incorporation only if they have been changed since June 2008	✓	✓
	Tab 13- Updated employee spreadsheet noting new hires and resignations	✓	✓
	Tab 17- Submit provision for health services, screenings, and immunization records only if they have been updated since June 2008	✓	✓
	Tab 24- Submit new/updated insurance policies only if policies have been changed or renewed since June 2008	✓	✓
	Tab 25- Submit comprehensive special education plan only if plan has been updated since June 2008	✓	✓
	Tab 27- Submit curriculum plan only if plan has	✓	✓

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	been updated since June 2008		
	Tab 28- Submit transportation plan only if plan has been updated since June 2008	✓	✓
	Tab 29- Submit school safety and emergency preparedness plan only if plan has been updated since June 2008	✓	✓
	Tab 30- Projected budget for upcoming Accounting Year which begins July 1 st , including number of enrolled students budget is based upon	✓	✓
6/1/09	<u>Vision and Hearing Screenings Report</u> (Submit to IDOE verifying grades and student groups who were screened)	✓	✓
6/15/09	<u>Monthly Student Information</u> - Update IDOE STN lookup database as necessary.	✓	✓
6/15/09	<u>DOE-CID</u> : Certification of Instructional Days	✓	✓

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Monthly report template

Note: For each item below, please indicate if the item is applicable or not applicable for the reporting month. If an item is applicable, please provide an explanation in the space provided.	
School Name:	
Date:	
Current school enrollment:	
List of students expelled during the month	
Lists and contact information of any individuals leaving or joining the Board	
Lists and contact information of any individuals who are resigning from or expecting to hold an employed position in the Charter School, including any leadership, teaching, or administrative personnel.	
Any conflict of interest issues that arose between the Board of Directors and the school, and the method for resolution of the issue.	

Employee spreadsheet template

[illegible]